

**APPLICATION FOR COMMUNITY AGENCY FUNDING/  
CHARITABLE DONATIONS FOR SMYTH COUNTY**

Organization Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Officers: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agency Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

External Auditor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Category of Service:

\_\_\_\_\_ Arts & Cultural      \_\_\_\_\_ Crisis Intervention      \_\_\_\_\_ Education/Literary

\_\_\_\_\_ Econ. Dev.      \_\_\_\_\_ Housing/Homeless      \_\_\_\_\_ Senior Services

\_\_\_\_\_ Services to Disabled      \_\_\_\_\_ Youth/Children's      \_\_\_\_\_ Other (describe)

Funded Services will be provided: \_\_\_\_\_ Regionally      \_\_\_\_\_ Smyth County

Duration of Support: \_\_\_\_\_ One-time      \_\_\_\_\_ On-going

Agency's total operating budget: \$ \_\_\_\_\_

Funding Request from Smyth County: \$ \_\_\_\_\_

Is this an emergency request?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

*Please define your organization's mission.*

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*Please provide a description of the scope of services intended to provide Smyth County citizens.*

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*How did you calculate the amount of funds requested?*

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*Please provide a detailed breakdown of how the funds from Smyth County will be used.*

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*If received Smyth County funding in the past five years, how were those funds used?*

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*If your request for FY13 is larger than your request from FY12 or FY11, please explain.*

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*Are you requesting other matching funds? (e.g. other localities, private donations, state funds, etc.) If yes, please identify.*

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*What will be the impact on the Smyth County citizens if funding is denied or less than requested?*

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**Please be sure to include one copy of the following in your application packet:**

- ❑ Application form(s)
- ❑ 501(c)3 or other designation as a not-for-profit organization as defined by Internal Revenue Code
- ❑ Articles of Incorporation
- ❑ By-laws
- ❑ Current Board of Directors
- ❑ Current Operating Budget
- ❑ If your award is \$10,000 or greater, include a copy of audited financial statements for the most recent year available. The audit report must include an opinion on the effectiveness of your organization's system of internal controls and on compliance with your organization's by-laws and with applicable laws, rules, and regulations; yellow book audit standard text is sufficient.

If your organization has applied to Smyth County in the past, we may not need your IRS 501(c)3, articles of incorporation or by-laws because we have them on file. If you're unsure, please call Chief Financial Officer, Charlie Atkins at (276) 783-3298 ext. 279, to confirm.